

Airport Planning & Studies Services - CSO Solicitation No. 2118

THIS SOLICITATION IS BEING EXTENDED TO PREQUALIFIED FIRMS AND IS POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage a professional consulting firm to conduct a Wildlife Hazard Assessment (WHA) update in accordance with 14 CFR FAA Part 139 for GON and BDL as well as provide related services that include, but are not limited to, the following:

- Review of the prior GON and BDL WHA completed in 2004;
- Provide an update of GON & BDL WHA in accordance with the Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5200-33B “HAZARDOUS WILDLIFE ATTRACTANTS ON OR NEAR AIRPORTS “ and the FAA’s Wildlife Hazard Management Manual;
- Provide an Airport Wildlife Hazard Management Plan (WHMP); and
- Train personnel in control measures and their responsibilities under the WHMP as required.

Please be advised that proposed biologists must be qualified as outlined in FAA AC 150/5200-36 “Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports”.

If your firm desires to be considered for this assignment, your submittal should consist of a one-page Letter of Interest and Department Form CSO 255, along with a maximum of five (5) resumes, one of which must be that of the proposed person-in-charge, as well as assurance that he/she will be available for work when required. **Four (4) copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 4:00 p.m. on April 16, 2010.** Included in the submittal must be a brief narrative summarizing your current workload and a narrative description of proposed staff, qualifications, discipline experience and expertise in the following: (1) ecological study of wildlife movements; (2) identifying wildlife attractants; (3) Wildlife Hazard Management training; (4) background and understanding of current FAA and USDA airport wildlife hazard management practices including Federal and Connecticut State permitting requirements and (5) familiarity with Department policies and procedures. The location of the office where the work will be performed and staff size of that office should also be indicated. Firms applying for this assignment will be required to demonstrate the ability to provide the required documents within 6 months of their notice to proceed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information and histories.

There is no disadvantaged business enterprise (DBE) goal assigned for this project. If a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. All firms are advised that the prime consultant must perform the major part of work with employees of the firm. Joint venturing will not be allowed.

Please be advised that the Office of Policy and Management has updated its contracting affidavits and certifications, as well as the timeline of when these documents are required to be completed, signed and returned. For the purposes of Form 1 (Gift and Campaign Contribution Certification), the planning date is defined as the date when the Commissioner granted approval to hire a consultant. For this project, the planning date is 3/9/10. This is the date the selected firm must use when completing Form 1 at the time the agreement/contract is executed in accordance with the Connecticut General Statute (CGS) Section 4-252 and Executive Order No. 7C, paragraph 10. Please be advised that Form 5 (Consulting Agreement Affidavit) in its revised format (Rev. 2-1-10), must be completed and one copy should be submitted with your letter of interest package. Please do not staple or bind the affidavit in your submittal package. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in the calendar or fiscal year. Any consultant that does not make the certifications required under subsection (c) of CGS 4-252 or refuses to submit the affidavit required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

For all State contracts, as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's (SEEC) notice advising state contractors of state campaign contributions and solicitation prohibitions, and will inform its principals of the contents of the notice. The SEEC Form 11 is enclosed herewith and hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on the following Department Insurance Forms: CON-32 (revised 11/07) for General Liability, Automobile, and Valuable Papers coverage and on Form DOC-001 (revised 3/08) for Professional Liability Coverage.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work. The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of this selection process.

Please be advised that firms must be qualified in the particular year a shortlist is finalized and/or a selection is made.

All inquiries regarding this request for letters of interest shall be directed to Ms. Simone Cristofori of the Consultant Selection Office at (860) 594-3017.